

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
FEBRUARY 23, 2011**

MINUTES

ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:30 p.m. Trustees present: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Trustees absent: none. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: Resident John Mochel, Consultants Dan and Jobeth Bradbury.

APPROVAL OF MINUTES

At the last meeting the board requested that more detail be added to the minutes of the January 26, 2011 meeting regarding the discussion of patron access to trustees. Trustees reviewed the amended minutes of the regular meeting of January 26, 2011. It was moved by Read and seconded by Greene **THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 26, 2011 BE APPROVED AS AMENDED.** Ayes: Humphreys, Loftus, Read, DiCola. Abstentions: Eblen, Greene. Nays: none. Motion carried.

Trustees reviewed the minutes of the regular meeting of February 9, 2011. It was moved by Read and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 9, 2011 BE APPROVED AS WRITTEN.** Ayes: Eblen, Greene, Humphreys, Read, DiCola. Abstentions: Loftus. Nays: none. Motion carried.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Eblen **TO APPROVE PAYMENT OF OPERATING INVOICES FOR FEBRUARY 23, 2011 TOTALING \$30,282.27.** Ayes: Eblen, Greene, Humphreys, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

None.

NEW BUSINESS

- Meeting with consultants from Bradbury Associates to discuss the search for a new library director

This was the initial meeting with the search consultants, Dan and Jobeth Bradbury. Bowen and Carlson were present for introductions and to review and confirm the structure for the search and roles, the proposed search schedule and process, and the marketing plan.

The consultants confirmed with the board that the board will function as a search committee of the whole. It was agreed that the consultants will send logistical communications regarding the search process to the library director, and other communications to the board president.

The consultants were spending two days at the library for this initial visit so they could meet with staff who signed up to talk with them, as well as with the board. The consultants asked staff the first three questions below during their meetings, and they will follow-up with an email to all staff giving everyone the opportunity to answer these three questions in writing, plus the following fourth question.

1. What attributes, skills and abilities do you think the next director will need to be successful in this position?
2. What do you feel are the major challenges or issues the next director will have to face?
3. What are some of the opportunities (or selling points) that we should convey to prospective candidates about coming to Downers Grove and the library?
4. And finally, do you have any nominations or suggestions of people you think we should talk to about becoming a candidate for the position?

The consultants will compile staff responses, without attributing comments to individuals, and will share this list with both the board and staff. The consultants will also be sharing the board's responses with staff.

A draft of the search schedule was discussed and the following dates were set:

March 9, the final job ad/announcement will be reviewed and approved by the board.

March 11-May 29, the position will be posted in various state and association placement centers, and nationwide networking and telephone contacts will be made to identify qualified candidates.

May 22-June 3, pre-screening interviews with candidates will be completed by consultants.

May 29, applications will close.

June 3, all resumes, cover letters, and matrix created by consultants will be sent to board.

June 22, board will review resumes and interview notes. Top 5-7 candidates will be recommended for interview and dates finalized for interviews (all via Skype or all on site in Downers Grove). Candidates will be notified.

July 6-7, possible candidate interview dates for semi-finalists. Top 2-3 candidates will be selected for second interview. Interview dates will be confirmed and finalists notified.

July 18-19, possible finalist candidate interview dates in Downers Grove.

July 19, finalist will be selected; negotiations will begin; and background check will be initiated.

September 2011 new director will start, depending on required notice period for current employer.

The consultants provided the draft of a marketing plan listing library job posting sites and listservs where the position ad could be posted, and asked the board where they would like the position posted. The list included Illinois-specific library job sites; general library career sites; national, state, and regional library association sites; and library school/university sites. Board members discussed the lengthy list and felt that with a total cost of less than \$1,200, the position should be posted on all the sites listed, with the addition of the University of Wisconsin Graduate School of Library and Information Science.

The job ad page on the consultants' and library's websites will link to information about the library, such as board minutes and library budgets, as well as to information about Downers Grove, such as the municipal site and other community sites of interest.

Opportunities for public comment on the director search will include a form on the library website for resident input as well as opportunities at board meetings.

Bowen and Carlson left the meeting at 8:30 PM. Minutes for the following portion of the meeting were written by Trustee Read.

After review of the proposed marketing plan for the search, the board discussed other aspects of the search for a new library director with the search consultants. Discussion included the following topics:

- General criteria for the new library director – Dan Bradbury pointed out the consistency of opinions of the board members concerning the top priorities for a new library director as indicated on the summary compiled by the Bradburys. He added that these were in accord with what they were hearing from staff.
- Personal criteria – There was more variation in opinions concerning personal criteria for the new library director, again as indicated on the summary. It was clear that an MLA, or equivalent, was a minimum, but there was perhaps more flexibility in determining what experience should be mandatory and what would be preferred but not an absolute. This led to discussion of what would be on an “A” list of candidates as opposed to a “B” list.
- Alternative staffing structures – Experience as a budget officer had been identified as the top priority by 5 of 6 Board members. While this reflected the current situation, in which the library director had managed all budget and financial matters and which had worked well, it was not the only pattern that might be considered. Some libraries and systems delegated these responsibilities to a business manager or equivalent support administrator. Depending upon what functions were reserved to the library director and assistant, it might not be necessary that the library director be the financial expert.
- Previous experience with a governing board was desirable
- Other essential criteria – Excellence in working with staff and openness to fund raising were mentioned.
- Salary levels – A general salary range for the new library director was discussed and informally supported.
- Staff input on director candidates – It was agreed that staff input on candidates was invaluable and essential, but it was established that board discussion of candidates and candidate qualifications would occur only in closed sessions.
- Confidentiality – It was recommended by the Bradburys and agreed by the board that all candidates had complete confidentiality status until the finalist stage.

- Marketing plan – It was agreed that the board would review and, if appropriate, approve a final ad/announcement at its meeting on 3/9/11.
- Web page – It was agreed that the DGPL web site should be set up to provide the essential information for candidates in a convenient form.

REPORT FROM THE ADMINISTRATION

Since this meeting was devoted to meeting with the consultants, there was no report from the administration.

ADJOURNMENT

The meeting was adjourned at 9:10 p.m.